

FACILITY _____ DATE _____

AUDITORS _____

1

C. KITCHEN AREAS	YES	NO	N/A	COMMENTS
1. The general appearance of the department shall indicate frequent cleaning. (2)				
2. Floors shall be cleaned. (1)				
3. The walls and ceiling shall be clean. (1)				
4. Potentially hazardous foods shall meet temperature requirements during storage preparation, display, service and transportation. (below 45°F or above 140°F.) (4)				
5. There shall be adequate facilities for maintaining the food at hot or cold temperatures. (1)				
6. Hands shall be washed and good clean hygienic practices observed (soap and towels). (2)				
7. Equipment used in the production area shall be properly cleaned and sanitized (steam kettle, ovens, grills, can opener, deep fat fryers, mixers, slicing machines. (2)				
8. Rolling carts (hot and cold) shall be cleaned and sanitized. (2)				
9. All utensils and equipment shall be in good working order, that is, free of breaks, open seams, cracks, chips and clean to sight and touch. (2)				
10. Clean wiping cloths shall be available and properly stored. (1)				
11. Ice and ice handling utensils shall be properly handled and stored. (1)				
12. Toilet facilities shall be clean and stocked with sanitary supplies. (1)				
13. Sample trays shall be provided with dates, meal name and held for 72 hours. (3)				

D. FOOD STORAGE	YES	NO	N/A	COMMENTS
<p>1. All food products shall be protected from contamination, stored off the floor and on a clean surface. (2)</p> <p>2. The potentially hazardous foods shall be stored at proper temperatures, refrigerator 45°F to 32°F. (3)</p> <p>List Boxes: Temp.</p>				
<p>3. Dry storage area shall be clean and organized. (1)</p> <p>4. Food shall be labeled with date (utilizing FIFO). (1)</p> <p>5. The frozen foods shall be kept at 0°F to 20°F. (1)</p> <p>List Box: Temp:</p>				
<p>6. The potentially hazardous frozen foods shall be thawed at a refrigerated temperature of 45°F or below and protected from cross contamination. (3)</p> <p>7. Flours, sugars, and so forth shall be kept in tightly covered and labeled containers and scoop properly stored. (1)</p> <p>8. The refrigerators and freezers shall be equipped with thermometers. (1)</p> <p>9. All refrigerator and freezer and temperatures shall be logged each shift. (1)</p>				
E. VERMIN CONTROL	YES	NO	N/A	COMMENTS
<p>1. All food Products shall be protected from all vermin and rodents and preventative program documented. (3)</p>				

F. DISH WASHING/POT WASHING	YES	NO	N/A	COMMENTS
<p>1. All dishes shall be properly scraped and if necessary, soaked before washing. (1)</p> <p>2. Adequate and suitable detergents shall be used. (1)</p> <p>3. If the dishes are machine washed: (1)</p> <p style="padding-left: 40px;">a. they shall be washed at 140°F or higher for 20 seconds; and</p> <p style="padding-left: 40px;">b. they shall be rinsed at 180°F or higher for 10 seconds.</p> <p>4. If the dishes or pots and pans are washed manually, they shall be washed in water at 110°F or higher. (1)</p> <p>5. Dishes shall be sanitized by immersion in: (1)</p> <p style="padding-left: 40px;">a. water maintained at 170°F for 30 seconds; or</p> <p style="padding-left: 40px;">b. chlorine rinse at a temperature of not less than 75°F; or 100 PPM</p> <p style="padding-left: 40px;">c. solution containing at least 12.5 pp of available iodine with ph of not higher than 5.0 and a temperature of not less than 75°F. or other approved method (i.e., quatinary ammonia)</p> <p>6. Dish washing temperatures shall be logged on a meal basis. (1)</p>				

G. GARBAGE DISPOSAL	YES	NO	N/A	COMMENTS
1. Garbage shall be removed in a timely manner. (1) 2. Receptacles shall be washed and emptied, and sanitized daily. (1)				
H. PERSONNEL PRACTICES	YES	NO	N/A	COMMENTS
1. Tobacco shall not be allowed in food preparation or services. (1) 2. All Food Service personnel shall be in good health, free from infections, open cuts, or burns. (1) 3. All Food Service personnel shall follow hygiene standards, i.e., clean uniforms, clean physical appearance, etc. (Dir. 2.13) (1)				
I. MENUS AND SPECIAL DIETS	YES	NO	N/A	COMMENTS
1. The menu shall follow the Master Menu. (Dir. 10.18) (2) 2. If substitutions are made then: (1) a. List: b. Menu substitutions shall be documented and approved. 3A. Menu shall follow Master Menu Portion Controls. (2) B. If differences in Portion Controls then: a. List: 4. Therapeutic Diets provided shall be accurately prescribed, prepared, and served. (1) 5. Proper documentation shall be provided for all Therapeutic Diets. (1)				

J. ADMINISTRATION	YES	NO	N/A	COMMENTS
1. Staff job description shall be available. (Dir. 6.2) (1)				
a. Post Orders & Emergency Plans				
b. Inmate Counts (Dir. 6.3)				
2. There shall be documentation for: (Dir. 7.1)(1)				
a. knife control				
b. key control				
3. There shall be documentation for: (1)				
a. Staff meetings				
b. Training programs (technical safety, inmate supervision)				
4. Staff work schedules shall be posted. (1) Attach copy.				
5. Documentation of weekly in-house inspections shall be available. (2)				
6. Common Fare Menu Program shall be followed. (2)				
7. Proper inventory and meal cost procedure shall be followed, copy of recent inventory. (2)				
8. Caustic Control in place, inventory sheet (Dir. 5.4) Material Safety Data Sheets (M.S.D.S.) Available. (2)				
9. Overtime equalization shall be followed (Art 15; sec 2, union contract) or book method. (2) Attach copy				
10. Employee tracking system in place. (Dir. 2.11) (1) Attach copy				
11. All housing units shall be toured at least once a week where food is served. (Dir. 6.11) (2)				

K. INMATE WORKERS	YES	NO	N/A	COMMENTS
1. Meals shall be supervised for inmate workers. (Dir. 10.1)(1) 2. A schedule shall be provided for inmate clothing. (1) 3. An inmate quota shall be established. (1) 4. Inmate job descriptions shall be available and inmate job orientations shall performed (Dir. 10.1) (1) 5. An inmate pay scale shall be available (Dir. 10.1). (1) 6. Inmate medical clearance evaluations shall be performed. (1)				
L. MAINTENANCE SECTION	YES	NO	N/A	COMMENTS
1. Work order are submitted and documented to maintenance department. (3) a. Floor shall be in good repair. (0) b. Walls shall be in good repair. (0) c. There shall be documentation of a preventative maintenance program for all Food Service equipment. (Dir. 5.2) (0) d. Pipes shall be in good repair without leakage, creating a safety hazard or contamination of food. (0) e. Food service equipment shall in good working order. (0) f. Ceiling (tiles) shall be in good repair. (0) g. Windows and lights (must have protective cover) and shall be repaired. (0)				

REV 4/13/99

Entrance interview conducted with _____

Exit interview conducted with _____

Comments of Warden or designee

TOTAL SCORE: -----

Rating Scale:

90 - 100 Excellent

80 - 89 Good

*71 - 79 Fair

*70 – or below Unsatisfactory

*Schedule Reaudit (within two weeks)

MEMORANDUM

TO: Deputy Commissioner Peter Matos

From: Robert J. DeVeau R.D., Director Nutrition Services

Date:

From: Correctional Institution – Food Service Audit.

Please note the enclosed Food Service Audit performed at _____ Correctional Institution on _____.

Section 1 lists the specific audit factors.

SCORE. Warden _____ and his staff are to be congratulated on their outstanding Efforts demonstrated in the Food Service Audit.

CFSS _____ and his staff demonstrated good food protection Practices, and a high level of sanitation and inmate supervision.

Robert J. DeVeau, RD
Director Nutrition Services

C:

Summary of Critical (findings)

Correctional Institution

Observations:

Recommendations:
